**Government of the People’s Republic of Bangladesh**

**Ministry of Finance**

**Finance Division**

**Skills Employment Investment Program**

**Request for Expression of Interest (REOI)**

**For Consultancy Package SD-8: Management Training**

**No.** SEIP/NPD/SD-08/2015 Date: 20-03-2015

The Finance Division, Ministry of Finance has been allocated public funds from the Government of the People’s Republic of Bangladesh (GOB) and the Asian Development Bank (ADB) towards the cost of Skills Employment Investment Program (SEIP) and, intends to apply part of the proceeds of these funds under the ADB Loan No. 3131-BAN, to eligible payments under the contract for the provision of consultancy services for the Program by a Consulting Firm (National).

2. The main purpose of this assignment is to (i) design and develop customized management training module with a duration of two weeks in the first round and two days of follow-up training in the second round depending on the skills and competence required for the TVET managers, principals and administrators/coordinators; ii) organize and implement quality training based on the training modules for different training programs. It is recognized that most of the TVET managers have limitations in managing training institutions, preparing and implementing business plans, managing finance and procurement, PPP arrangement leading to training and job placement activities, etc. Therefore, all the training managers/principals, key administrators/coordinators of the training institutions to be engaged under SEIP will receive training on management module from the selected institution under this assignment.

3. SEIP will engage a firm/institution to organize and deliver management training for about 150 managers, principals and key administrators/coordinators from the training institutions and project implementation units administered by three ministries (Ministry of Education, Ministry of Industry and Ministry of Expatriates’ Welfare and Overseas Employment), 9 industry associations, BB SME Department and PKSF.

4. The assignment will ensure engagement of 1 Team Leader for 18 person-months (intermittent), 6 subject specific consultants for 36 person-months (intermittent), and 3 expert trainers for 18 person-months for a total of 72 person-months to design and develop management training modules, learning materials and to mobilize training programs and deliver training programs. Required qualifications, experiences and key tasks of the consultants and trainers/resource persons are provided below.

5. This assignment is intended to support Management Training programs. The consultant will highlight the objectives of SEIP, its benefits, targets set in the design including the gender action plan. It will target messages to facilitate how potential beneficiaries can access the training programs in priority sectors and skills level. SEIP intends to enroll more female candidates for training and as trainers; it will also enroll disadvantaged groups including persons with disabilities, and raise awareness on the job prospects for the beneficiaries to maximize benefits from SEIP. It will develop a wide network of training providers, industry and employers to mobilize support for skills development and opportunities for gainful employment. It will draw lessons from various ongoing initiatives to strengthen the social marketing programs. It will also raise awareness on occupational health and safety among key stakeholders.

6. Interested eligible consulting firms having adequate similar experience in relevant fields are hereby invited to submit EOI including, but not limited to, the following information with supporting documents:

a) Background of the consulting firm with brochures including name, year of establishment, trade license (if any), VAT and tax payer’s identification, address, telephone number, contact person, key activities etc.;

b) Management competence of the firm/institute/organization (maximum of two pages) to conduct training programs to raise awareness of skills training programs and raise awareness on the job prospects for the beneficiaries to maximize benefits from SEIP;

c) Technical competence of the firm/institute/organization including: (i) specialization vis à vis the sectorial focus of the assignment; (ii) experience vis à vis the assignment’s Terms of Reference (TOR); and (iii) brief on similar projects executed during last 5 (five) years

d) Report on financial status (audited financial reports for the last three years).

7. EOI must be submitted in standard format that may be downloaded from ADB web site or obtained on request from the office of the undersigned.

8. A Consultant will be selected using the **Quality Based Selection sub-method** in accordance with the ADB Guidelines for Use of Consultants. It is expected that the services will commence from May 2015.

9. Interested Applicants may obtain further information by applying to the address below during normal office hours.

10. Expressions of Interest shall be submitted by 5.00 pm on 21-04-2015 in sealed envelope to National Project Director, SEIP Project (Room # 127, Building # 7), Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka Bangladesh be clearly marked “Expressions of Interest for Management Training Selection of a Consulting Firm.”

11. The procuring entity reserves the right to accept or reject any or all EoI’s.

National Project Director

SDCMU/SEIP Project

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